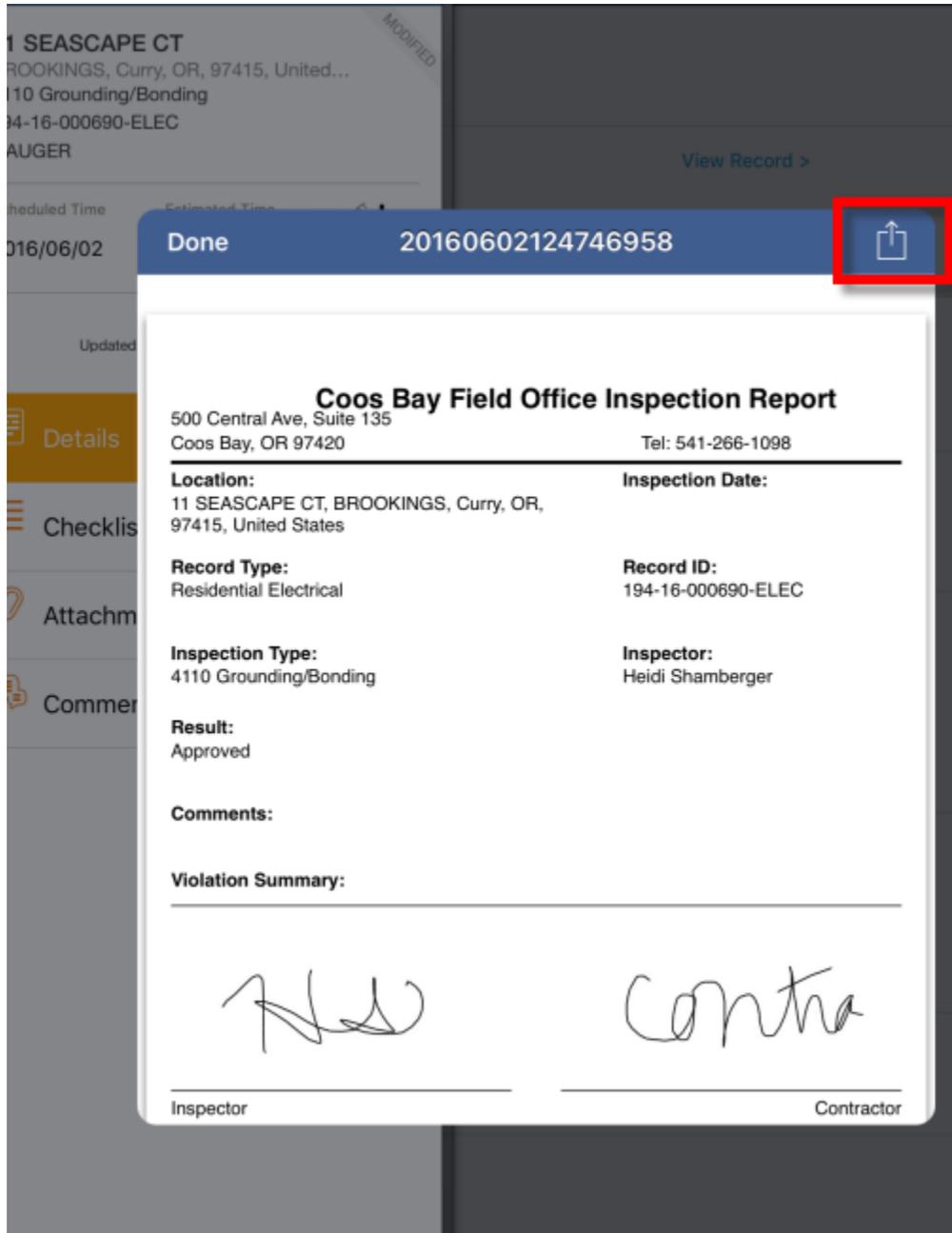


Inspector App – Best Practice for Generating Inspection Result Report

1. Log in to the Inspector App
2. Go to your Job List, select the active Inspection
3. Go to Result Inspections
4. The Result Inspections pop-up will open, select your Result Status, ie. Approved
5. Pen your signature as Inspector, have the Contractor sign as well – select Done – do NOT Submit
6. Before submitting, go to Actions, select Summary Report
7. A preview window of the generated Inspection Result Report will pop-up (should include the signatures you input)
8. Select the 'share' icon, image below:



The screenshot shows a mobile application interface. In the background, there is a record card for '1 SEASCAPE CT' with details like 'BROOKINGS, Curry, OR, 97415, United...', '110 Grounding/Bonding', and '194-16-000690-ELEC'. A 'View Record >' link is visible. In the foreground, a white report preview is displayed. At the top of the report is a blue bar with the text 'Done' and the record ID '20160602124746958'. A red square highlights a share icon (an upward arrow inside a square) in the top right corner of this bar. The report content includes the title 'Coos Bay Field Office Inspection Report', address '500 Central Ave, Suite 135 Coos Bay, OR 97420', and phone number 'Tel: 541-266-1098'. It lists 'Location: 11 SEASCAPE CT, BROOKINGS, Curry, OR, 97415, United States', 'Inspection Date:', 'Record Type: Residential Electrical', 'Record ID: 194-16-000690-ELEC', 'Inspection Type: 4110 Grounding/Bonding', and 'Inspector: Heidi Shamberger'. The 'Result' is 'Approved'. There are sections for 'Comments:' and 'Violation Summary:'. At the bottom, there are two signature lines: the left one is signed 'HSD' and labeled 'Inspector', and the right one is signed 'Contracta' and labeled 'Contractor'.

Done 20160602124746958

Coos Bay Field Office Inspection Report
500 Central Ave, Suite 135
Coos Bay, OR 97420 Tel: 541-266-1098

Location: 11 SEASCAPE CT, BROOKINGS, Curry, OR, 97415, United States
Inspection Date:

Record Type: Residential Electrical
Record ID: 194-16-000690-ELEC

Inspection Type: 4110 Grounding/Bonding
Inspector: Heidi Shamberger

Result: Approved

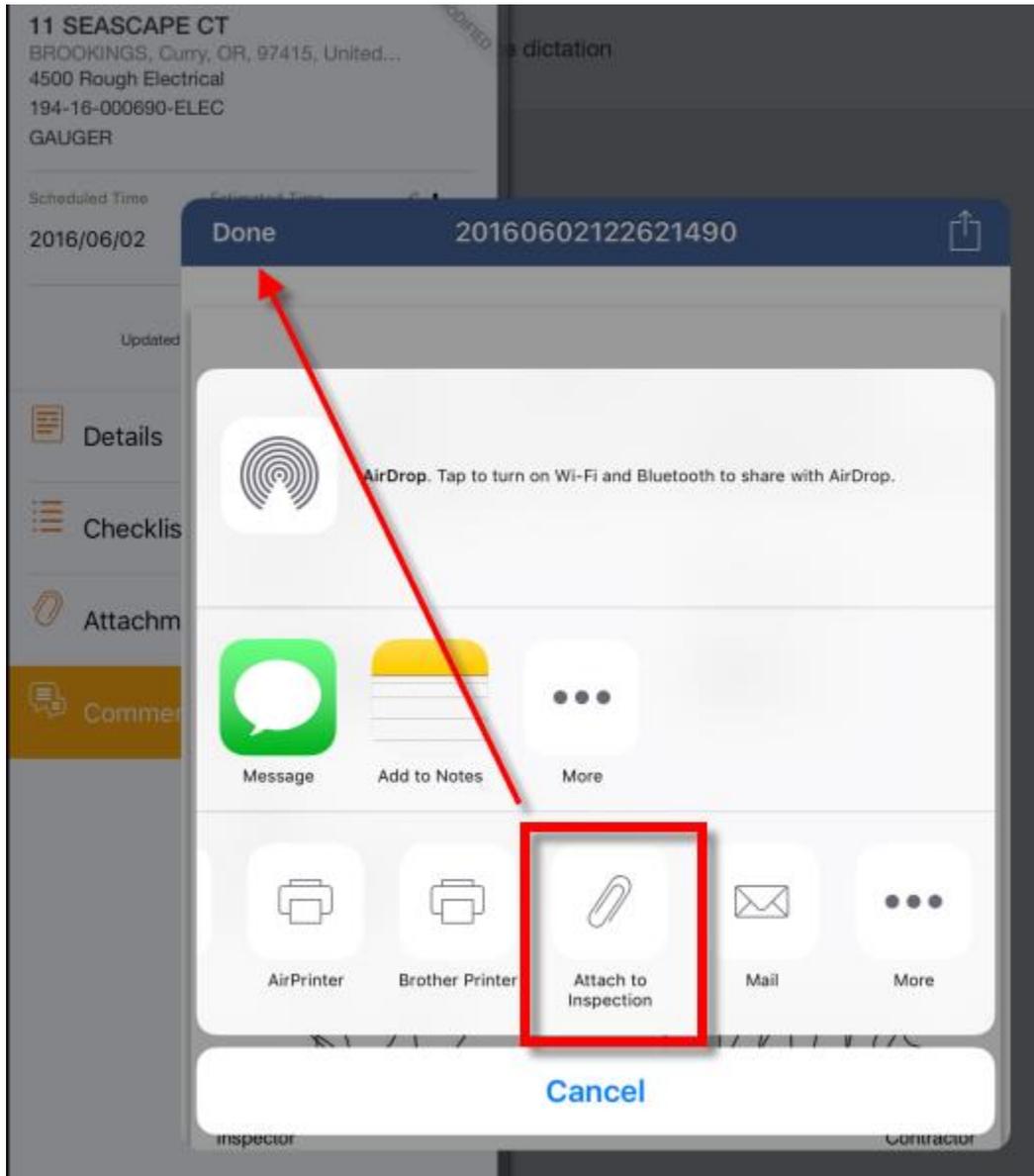
Comments:

Violation Summary:

HSD *Contracta*

Inspector Contractor

9. Sharing options will be presented, select Attach to Inspection – you'll then get a 'success' pop-up, select OK



10. Click "OK" to close the message then Select the back arrow next to 'Report' to close the report preview, now select Submit. Once the user submits the inspection result, the report will be attached to the record.

The screenshot shows a mobile application interface for an inspection report. The background is a report for '11 SEASCAPE CT' in Brookings, OR. A modal dialog box is overlaid on the report, titled 'Message' with the text 'Attach success.' and a blue 'OK' button. The report details include: 'Coos Bay Field Office Inspection Report', '500 Central Ave, Suite 135, Coos Bay, OR 97420', 'Tel: 541-266-1098', 'Location: 11 SEASCAPE CT, BROOKINGS, Curry, OR, 97415, United States', 'Inspection Date: [blank]', 'Record Type: Residential Electrical', 'Record ID: [blank]', 'Inspection Type: 4500 Rough Electrical', 'Result: Approved', and 'Comments: Test test test test Heidi is testing voice dictation'. At the bottom, there are handwritten signatures for the 'Inspector' and 'Contractor', with the word 'contra' written next to the contractor's signature.

11. ****Important Note:** this method causes the Inspection Result Report to not include the Inspection Date as you are generating the report prior to submitting, this can be resolved thru other avenues. This method is currently the only way to attach the result report to the record.
- You can include the Inspection Result Date in your Result Comment when resulting the inspection (Step #3)
 - You can include the Inspection Result Date when you pen your Inspector signature
12. Then go back to your resulted inspection, select Actions, Summary Report. The report preview now should include the Inspection Date, select the 'share' icon again and this time select Email to email this to the contractor/applicant/owner. They then receive a copy of the report to include the Inspection Date – however, the copy of the report attached to the record does not include the Inspection Date except for what you entered in Step #11 (a) or (b).